TEAM-Web User Guide

Chapter 11
Reports

By:
ActioNet

Version: 2.2
Date: 11/05/2010

Chapter 11 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/25/2007	Continued formatting changes and updates	Travis Klein
2.02	06/26/2007	Continued formatting changes and updates including indexing	Travis Klein
2.03	02/29/2008	Minor reference modifications	Travis Klein
2.1	05/19/2009	Updated chapter title and contents to include Static reports	Travis Klein
2.2	11/05/2010	Minor reference modifications due to DBE Release ver. 5.0	Mei Sum Lee (Yvonne)

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 11 Table of Contents

Reports

Overview

This chapter will summarize the various types of data queries available, how to perform and save the results of a dynamic query, and where to access static or canned reports.

Dynamic Queries

Data Queries

- **Active Projects –** This report provides project totals for projects that have been obligated and not closed and shows only the current amendment for that project.
- **Active Recipients –** This report provides information on all TEAM recipients (customers) that are listed as Active.
- **Active Users –** This report provides data on Active Users of TEAM. Please note that suspended users are also shown.
- **Closed Projects –** This report provides basic data for all closed projects.
- **Closed and Deobligated –** This report provides basic data for all projects closed in the specified date range for projects that deobligated funds.
- **Cumulative Apportionments –** This report provides the cumulative data for the formula apportionment records of a specified account and/or UZA.
- **Cur. FY Apportionments –** This report will provide the formula apportionment totals for a specified account and/or UZA for the current year.
- **Cur. FY Obls by Amd. –** Data is available from Amendment 00 (Original Project) through latest amendment for:
    - Projects obligated in the current fiscal year-to-date,
    - Projects submitted for which funding has been reserved but not yet obligated,
    - Projects for which funding has not been reserved, and
    - Projects obligated this FY year for which deobligations have been made.
- **Cur. FY Obls by Funding Source –** Data is available for:
    - Projects obligated in the current fiscal year-to-date, and
    - Projects submitted for which funding has been reserved but not yet obligated.
- **Data - Inquire by State –** This is a report that allows a user to graphically select data for a specific State.
- **Deobligations –** This report provides basic data for all projects showing deobligations in the specified date range.

- **Disbursements and Refunds –** Data is available for disbursement and refund data, as imported from DELPHI, FTA's accounting system. * Please note there is a lag between system data feeds and for up to the minute disbursement and refund information, it is better to go directly to DELPHI.
- **Disbursements by % –** This report provides disbursement data for active projects: percentage of disbursements over obligations, last disbursement date, etc.
- **Earmark Report –** This data query was developed to provide the user with a listing of all of the information on Program Earmarks. There is one row for each Earmark in the database. It includes information such as Fiscal Year of Earmark, Earmark ID, Earmark Program, Original Earmark Name, Original Amount, Status, State, unreserved Amount (amount remaining), and Notes.
- **Earmark Grant Report –** This data query was developed to provide the user with a listing of all of the information tracked at the Grant Earmark Level. There is one row for each Project Number and Earmark pairing. It also shows dates and amounts of project reservations, obligations, and dates sent for release and released, as reported in TEAM.
- **FSR Data –** Financial Status Report and other financial information is available for all projects obligated (but not closed) as of the end of the previously completed quarter.
- **FTA Recipient –** This report provides information for all TEAM recipients on file.
- **New Starts by Project –** This report provides information on all Active projects funded under the New Starts Program: section 03 with an approp code of 47 or 37. A filter on Project is provided.
- **New Starts by State –** This report provides information on all Active projects funded under the New Starts Program: section 03 with an approp code of 47 or 37. A filter on State is provided.
- **Obligations by Funding Source –** Data is available for the total Obligations, Reservations, and Deobligations for an account class code. The data for that account class codes UZA's and projects can be retrieved by clicking on the Excel link.
- **Operating Budget –** This report will provide the totals for the account class code at the account level. The UZA and project are not included in this report.
- **Pending Obligations –** Data is available for all projects reserved but not obligated.
- **Project Budget –** Project Budget Activity Line Item (ALI) data is available for all projects obligated this Fiscal Year to date: ALI amounts are calculated for each amendment.
- **Project Status Data –** Data is available for:
  - Projects obligated in the current fiscal year-to-date, and
  - Data is available for projects with status not closed.
- **Projects Ready for Award –** Data is available for all projects reserved but not obligated.
- **Recipient Contact Information –** Data is available for all Recipient Contacts. There is one row for each contact in the TEAM database. This query can be used to compile addresses for mailings, phone numbers for call lists, etc.

- **Reconciliation Data –** This report will show you the obligation discrepancies between the CFYOBL2, CFYFAP and the OPERBUD file. This report will also tell you which accounts have different available balances between the OPERBUD and CFYFAP files.
- **Team4Cmp –** This report contains financial data used for Accounting Department analysis.
- **95-100% Disbursed Report –** This report provides data for all projects that show disbursements of 95% or more of their obligated amounts, as reported by the most recent data feed from DELPHI, FTA's accounting system. Please note there is a lag between system data feeds and for up to the minute disbursement and refund information, it is better to go directly to DELPHI.

Regional Queries

- **Application Status Report –** This report will provide a summarized view of all pending grant applications. It can be used as a management tool in determining individual workload, or estimate processing time.
- **Disbursement Activity Report –** Lists disbursement activity of active grants
- **Grant Approval Listing –** This report provides basic information for all active grants.
- **Projects 100% Disbursed –** Lists active projects that have been fully disbursed, and are candidates for project close-out.
- **Single Audit Report Submission –** This report lists disbursements by recipient, and can be used to determine recipients who might be subject to Single Audit report requirements. Effective July 2003, OMB Circular A-133 required recipients to submit a single audit report if they expended $500,000 or more in Federal awards.
- **Summary of Active Project –** This report lists the number of active grants by recipient and state, totaling obligations for each recipient id. This report can be used as a monitoring tool to respond to requests for information from Headquarters, OIG, GAO and other agencies regarding FTA programs.
- **Summary of FSR Report –** This report lists report submission information by recipient. This report can be used as a used as a monitoring tool for project management staff in managing Financial Status and Milestone Status Reports.

Performing a Query

1. For example purposes, the Data Query “Active Projects” will be used. Note: most of the Data Queries has varied default ‘Data Fields’ and ‘Additional Search Criteria,’ but the query premise is similar for the majority of the queries available (excluding the Data Query By State, for example, which is detailed in Chapter 1 of this User Guide.)
2. The Data Query opens up with all of the available data fields selected. The resulting query report will display the fields in the order in which you have selected them (for example, Data Field #1 will be column ‘A’ in the Excel report that can be generated).
3. The Select None and Select All buttons can be used to very quickly remove or replace all of the data fields with the click of one button. (See Figure 1 to note how the form is initially displayed as well as how the form is viewed after clicking on the Select None and Select All features).

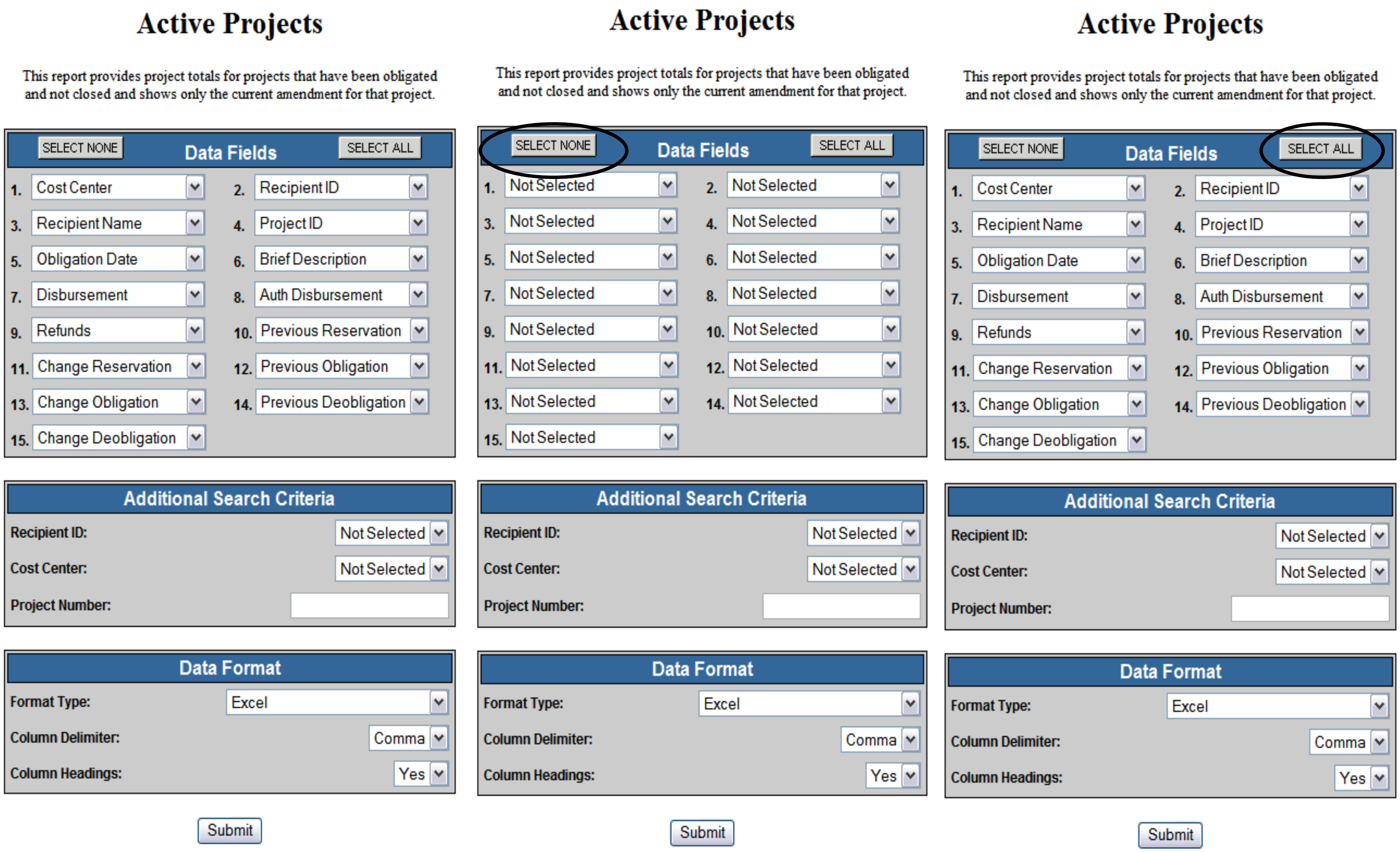


Figure 1

4. There are three different search criteria for this particular Data Query. They may be used simultaneously, or individually. If no search criterion is entered, then every applicable record will be queried (in this case Active Projects – see Figure 3).

5. Use the drop down menus to select a Recipient ID and/or Cost Center.
6. If you choose, you may enter a Project Number, or a portion of a project number as a search criterion as well.
7. The Data Format section defaults to Excel, Comma delimited, and displayed column headings (Figure 3).
8. Use the drop down menus to make any of the other available selections shown (Figure 2 and Figure 3).
9. Click the Submit button when you are satisfied with all of you search criteria (Figure 3).

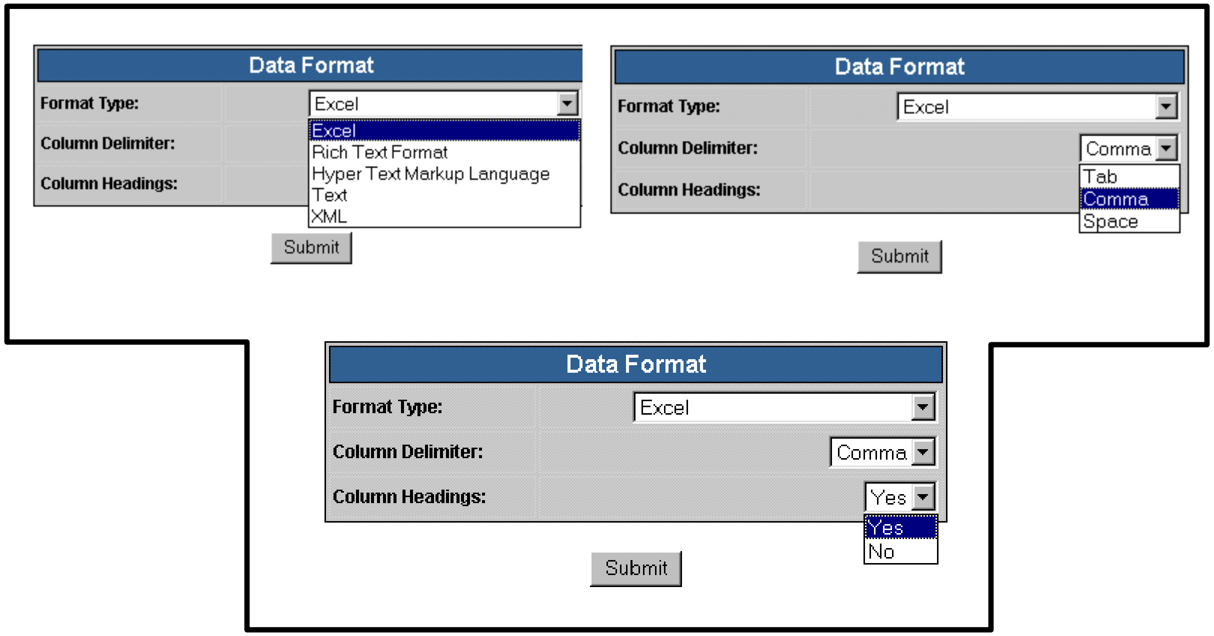


Figure 2

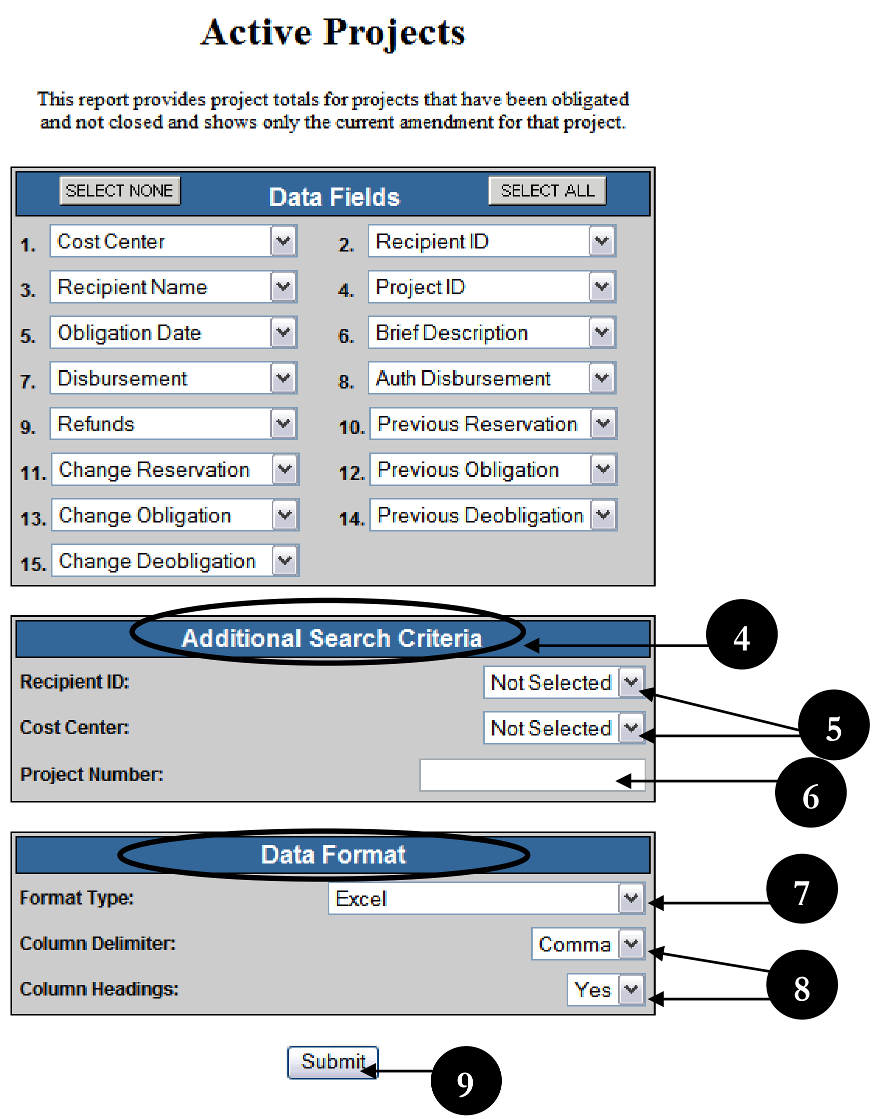

Active Projects
This report provides project totals for projects that have been obligated and not closed and shows only the current amendment for that project.
SELECT NONE
Data Fields
SELECT ALL
1. Cost Center
2. Recipient ID
3. Recipient Name
4. Project ID
5. Obligation Date
6. Brief Description
7. Disbursement
8. Auth Disbursement
9. Refunds
10. Previous Reservation
11. Change Reservation
12. Previous Obligation
13. Change Obligation
14. Previous Deobligation
15. Change Deobligation
Additional Search Criteria
4
Recipient ID:
Not Selected
5
Cost Center:
Not Selected
Project Number:
6
Data Format
Format Type:
Excel
7
Column Delimiter:
Comma
8
Column Headings:
Yes
Submit
9

Figure 3

Opening a Report

1. Clicking the submit button will start the query.
2. Once when the data is retrieved you will receive a link that will allow you to open a report containing your query results.
3. Click on the link in order to view the report within the TEAM-Web window (see Figure 4)

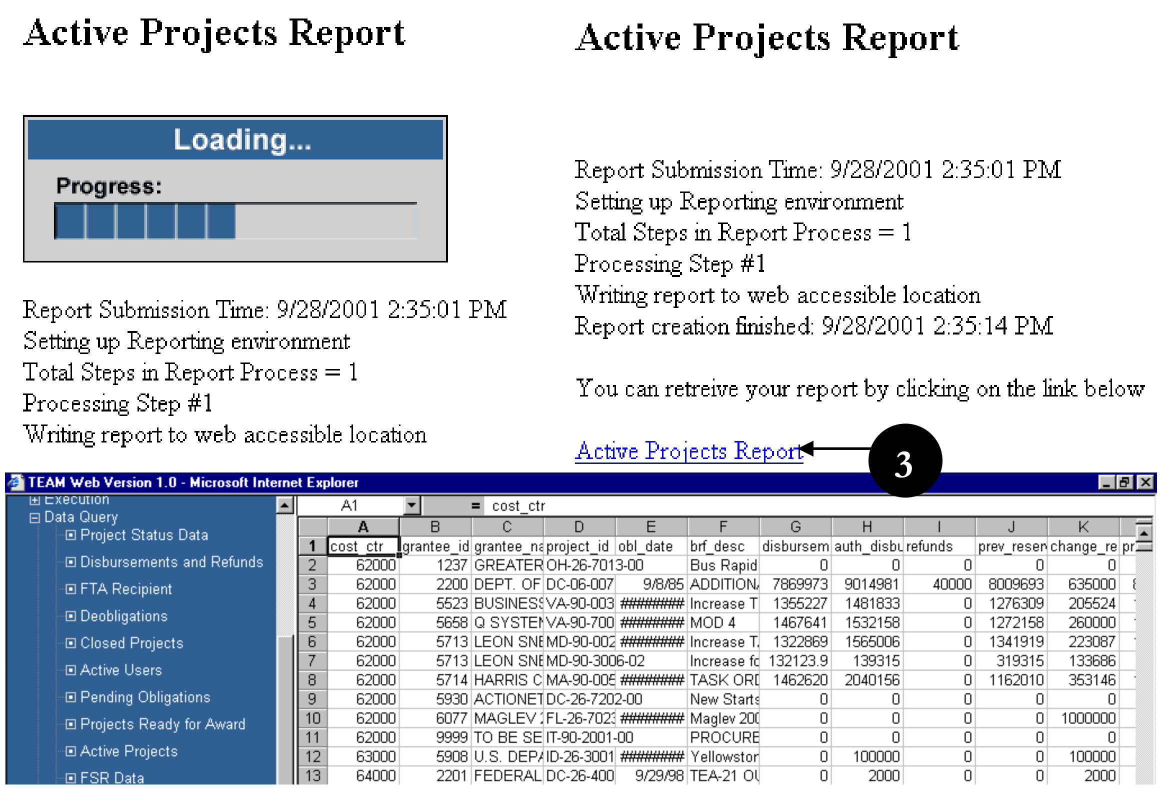
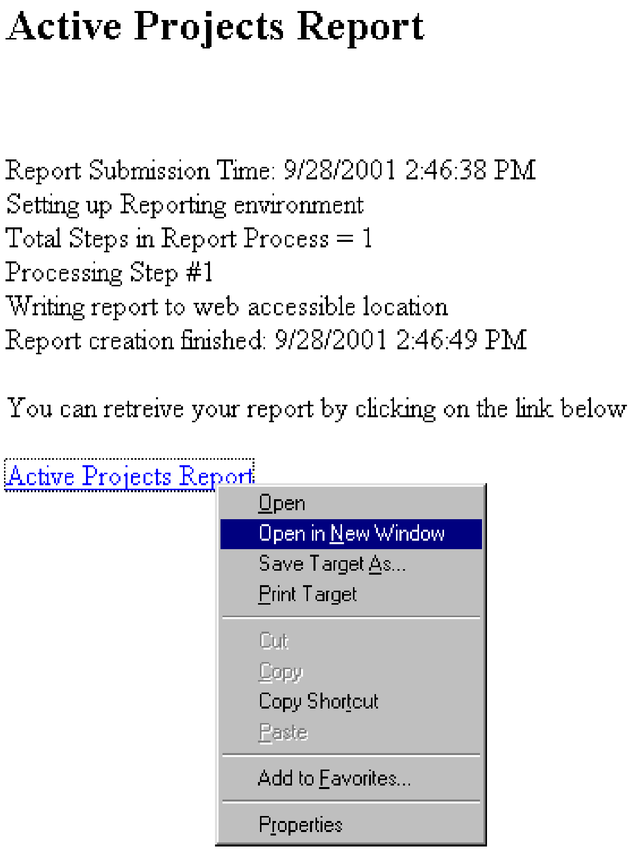
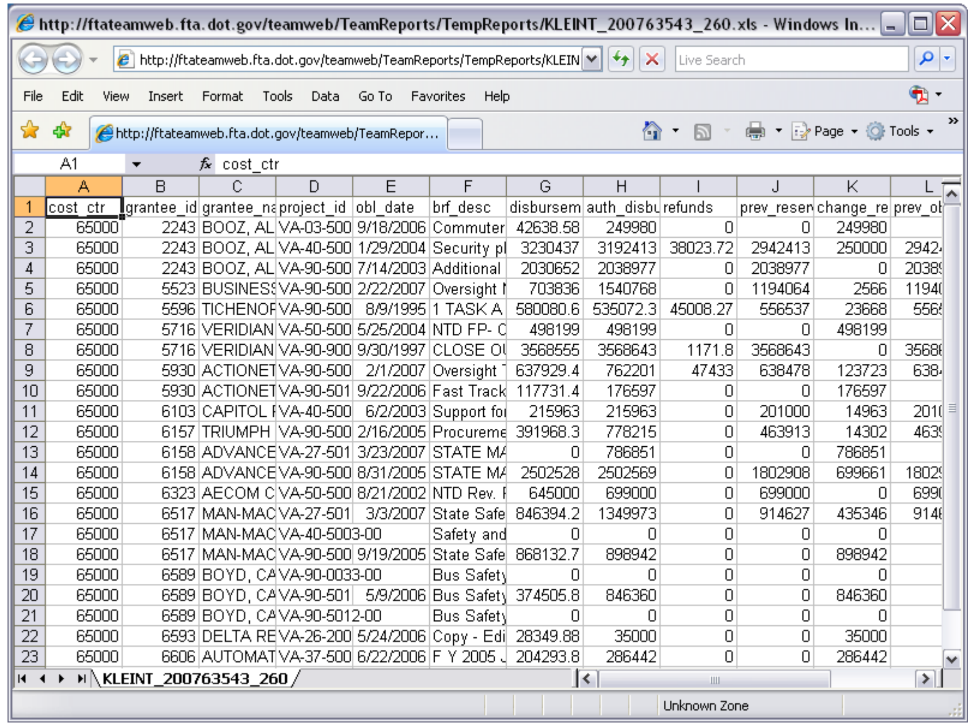


Figure 4

4. The user may desire to save the report and have the ability to more easily modify the report as well as print it out.
5. To do this, right click on the link and a drop down window will appear (see Figure 5).
6. Click on “Open in New Window”
7. A new window will open displaying only the report and the tool bar can be used to save and/or print the report.





	A	B	C	D	E	F	G	H	I	J	K	L
1	cost_ctr	grantee_id	grantee_na	project_id	obl_date	brf_desc	disbursem	auth_disbu	refunds	prev_reser	change_re	prev_ob
2	65000	2243	BOOZ, AL	VA-03-500	9/18/2006	Commuter	42638.58	249980	0	0	249980	
3	65000	2243	BOOZ, AL	VA-40-500	1/29/2004	Security pl	3230437	3192413	38023.72	2942413	250000	2942
4	65000	2243	BOOZ, AL	VA-90-500	7/14/2003	Additional	2030652	2038977	0	2038977	0	2038
5	65000	5523	BUSINESS	VA-90-500	2/22/2007	Oversight	703836	1540768	0	1194064	2566	1194
6	65000	5596	TICHENOF	VA-90-500	8/9/1995	1 TASK A	580080.6	535072.3	45008.27	556537	23668	556
7	65000	5716	VERIDIAN	VA-50-500	5/25/2004	NTD FP- C	498199	498199	0	0	498199	
8	65000	5716	VERIDIAN	VA-90-900	9/30/1997	CLOSE OU	3568555	3568643	1171.8	3568643	0	3568
9	65000	5930	ACTIONET	VA-90-500	2/1/2007	Oversight	637929.4	762201	47433	638478	123723	638
10	65000	5930	ACTIONET	VA-90-501	9/22/2006	Fast Track	117731.4	176597	0	0	176597	
11	65000	6103	CAPITOL	VA-40-500	6/2/2003	Support fo	215963	215963	0	201000	14963	201
12	65000	6157	TRIUMPH	VA-90-500	2/16/2005	Procureme	391968.3	778215	0	463913	14302	463
13	65000	6158	ADVANCE	VA-27-501	3/23/2007	STATE MA	0	786851	0	0	786851	
14	65000	6158	ADVANCE	VA-90-500	8/31/2005	STATE MA	2502528	2502569	0	1802908	699661	1802
15	65000	6323	AECOM C	VA-50-500	8/21/2002	NTD Rev.	645000	699000	0	699000	0	699
16	65000	6517	MAN-MAC	VA-27-501	3/3/2007	State Safe	846394.2	1349973	0	914627	435346	914
17	65000	6517	MAN-MAC	VA-40-5003-00		Safety and	0	0	0	0	0	
18	65000	6517	MAN-MAC	VA-90-500	9/19/2005	State Safe	868132.7	898942	0	0	898942	
19	65000	6589	BOYD, CA	VA-90-0033-00		Bus Safety	0	0	0	0	0	
20	65000	6589	BOYD, CA	VA-90-501	5/9/2006	Bus Safety	374505.8	846360	0	0	846360	
21	65000	6589	BOYD, CA	VA-90-5012-00		Bus Safety	0	0	0	0	0	
22	65000	6593	DELTA RE	VA-26-200	5/24/2006	Copy - Edi	28349.88	35000	0	0	35000	
23	65000	6606	AUTOMAT	VA-37-500	6/22/2006	F Y 2005 J	204293.8	286442	0	0	286442	

Figure 5

Static Reports

Static Reports are canned reports that are run and posted at a set interval. At one time static reports were posted publically, but are now housed within the TEAM-Web application. The Static Report links show within TEAM-Web once a user clicks on the "Static Report" Navigational Menu item (see Figure 6).

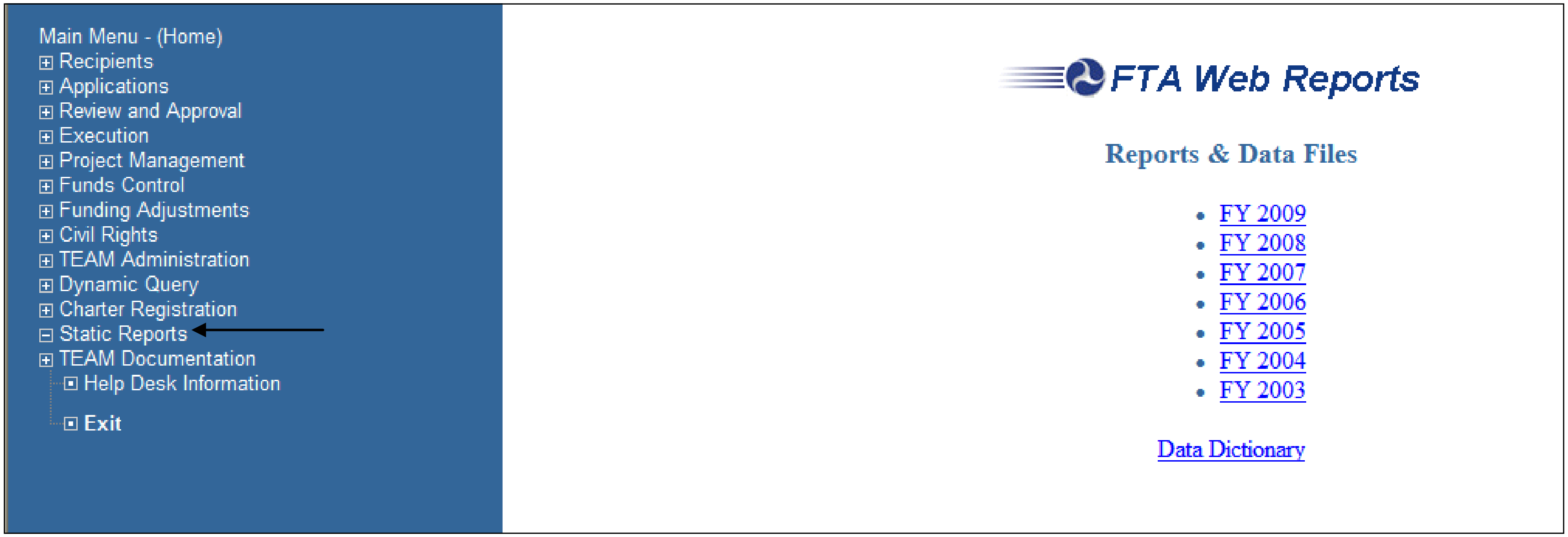


Figure 6

The user may click on the desire fiscal year link to obtain another series of report links. For example, should the user select FY 2009, they would see the links displayed in Figure 7. The links will continue to trickle down until the desired report file level. The levels may differ depending upon the report type and the Fiscal Year itself, but generally most reports will be broken down by Fiscal Year and then Quarter/ Month. If the user were to select "Active Grantees" from Figure 7, then they would see the quarterly breakdown displayed in Figure 8. If the user were to go further and pick the October 2008 link, then they would see the reports links directly.

TEAM FY 2009 Data Files & Reports

Report ID	Report Title	TEAM
Active Grantees	Active Recipients by Cost Center (Separate Inactive file)	View Layout
Active Projects	Active Projects by Cost Center	View Layout
CFYDEOBS	Current Fiscal Year Deobligations	View Layout
CFYFAP	Current Fiscal Year Formula Apportionments	View Layout
CFYOBL1	Current Fiscal Year Obligations by Amendment	View Layout
CFYOBL2	Current Fiscal Year Obligations by Fund Source	View Layout
CFYOBL2 - TPL	CFY Obligations by State (Lim A2, 8F)	Layout N/A
Closed Grants	Closed Projects by Cost Center	View Layout
CUMFAP	Current FY Formula Summary Table Dump	Layout N/A
Management Reports	FTA FY2009 Management Reports	Layout N/A
FSR	Financial Status Report	View Layout
OPERBUD	Current FY Operating Budgets	Layout N/A
Pending Obligations	Projects Reserved but not Obligated	View Layout
PROJBUD	Project Budget Detail	View Layout
PROJSTAT	Statuses by Cost Center of Open/Unexecuted Projects	Layout N/A
Special Requests	Special Data Requests	Layout N/A
Account Classification Codes Report	Account Classification Codes Report	Layout N/A

Figure 7

TEAM Data Files & Reports

Active Recipients/Grantees - FY 2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4
October 2008	January 2009	April 2009	July 2009
November 2008	February 2009	May 2009	August 2009
December 2008	March 2009	June 2009	September 2009

Figure 8

Index